

CELTA Information Pack

Learn more about how we can
help you become a qualified
TEFL teacher in Barcelona.



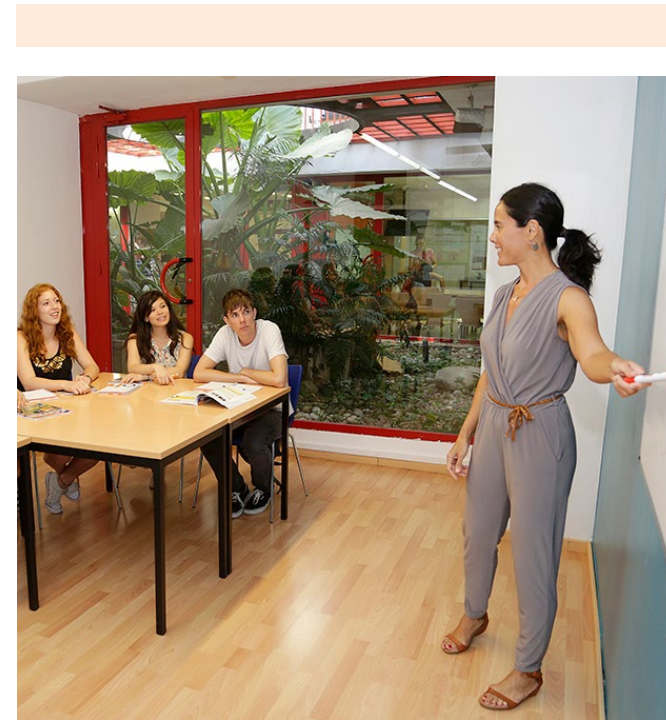
**Cambridge Assessment
English**

Authorised Exam Centre



Contents Page

About Oxford TEFL	3	Optional one-day workshops	14
Oxford TEFL in Barcelona	4	Spanish Classes	15
Cambridge Accreditation	6	Careers Service	16
CELTA course description	7	Visa Service	18
Frequently Asked Questions	9	Accommodation service	21
Example Timetable	11	How much does it cost to live in Barcelona?	24
Example input sessions	12	How to enrol	25
Assessments	13	Your certificate	25
Entry Requirements	14		



About Oxford TEFL

A leading teacher training provider

Located in Barcelona, Prague, London, Malaga, Cadiz and Kerala, we are a leading provider of teacher training courses. Our trainers are experts in teacher training and active in the ELT industry. We strive to create a positive, dynamic and supportive environment where our students, teachers and trainers can focus on their learning and teaching aims and enjoy the experience of achieving them.

Since 1998, more than 3000 teachers have earned their initial teaching certificate in our centres in Barcelona, Prague, London, Malaga, Cadiz and Kerala (India) and around 400 have completed their Trinity Diploma in TESOL, which we offer in Barcelona, Prague, Cadiz and Kerala.

The company's philosophy has been the same since the first day: to provide high quality training in a friendly and professional environment. In fact we believe you can't have one without the other. We feel confident enough to say that we continually achieve this goal; our trainees consistently mention the dedication and experience of our team, both pedagogic and administrative; they praise the support they receive and the open, relaxed, friendly nature of life at Oxford TEFL.

Through the years we have grown enormously and we plan to continue this growth in all areas of the company's activities. This growth has only been possible because we have always followed our very simple philosophy.

We hope you will be able to join us on one of our courses soon so that we can also help you to become a fully-qualified teacher.

Oxford TEFL in Barcelona

Training teachers in the centre of Barcelona since 1998

Since 1998, we have trained thousands of teachers in Barcelona who are now working around the world. **Our training centre in Barcelona** is centrally-located near all the main transport links and has everything you'd expect from a modern school, including a fantastic garden. We are a large training centre but maintain a very personalized approach and ensure that all our trainees have the best support possible from our experienced team. Our tutors are qualified to DipTESOL/ Delta level and are ready to support you throughout the course.





Key features:

- Large language school and teacher training centre since 1998
- Centrally located and well connected to the rest of the city
- Fully-equipped classrooms with projectors
- Library, kitchen, large garden, computers, free wifi
- Weekly language exchanges and other events

Cambridge Accreditation

Our CELTA courses are accredited and externally assessed by Cambridge Assessment English (part of the University of Cambridge). This means that the quality of the course is extremely high and the certificate is recognized by the British Council and employers worldwide. Recognition by the British Council is important for teachers of all nationalities who choose to work anywhere in the world. The British Council runs accredited English language schools in over 100 countries, employing English language teachers in a respectable working environment with fair pay and conditions. The Cambridge CELTA (along with the Trinity CertTESOL) is one of only two TEFL qualifications that is listed by the British Council as an acceptable introductory teaching qualification that meets their standards and requirements. This means that institutions associated with the British Council (such as International House) prefer to employ those with the Cambridge CELTA or the Trinity CertTESOL. This leads to greater job opportunities around the world.

Why is accreditation important?

Even if you are not sure that teaching is a career move for you, or perhaps you simply want the experience of studying abroad, choosing the right TEFL course is essential. By taking the Cambridge CELTA, future employers will know that you dedicated yourself to a worthwhile training program. You learn valuable personal and professional skills which you can take into any workplace. If you plan to travel at any time in the future, you will know that your Cambridge CELTA will be accepted and you will be able to work as an English teacher.

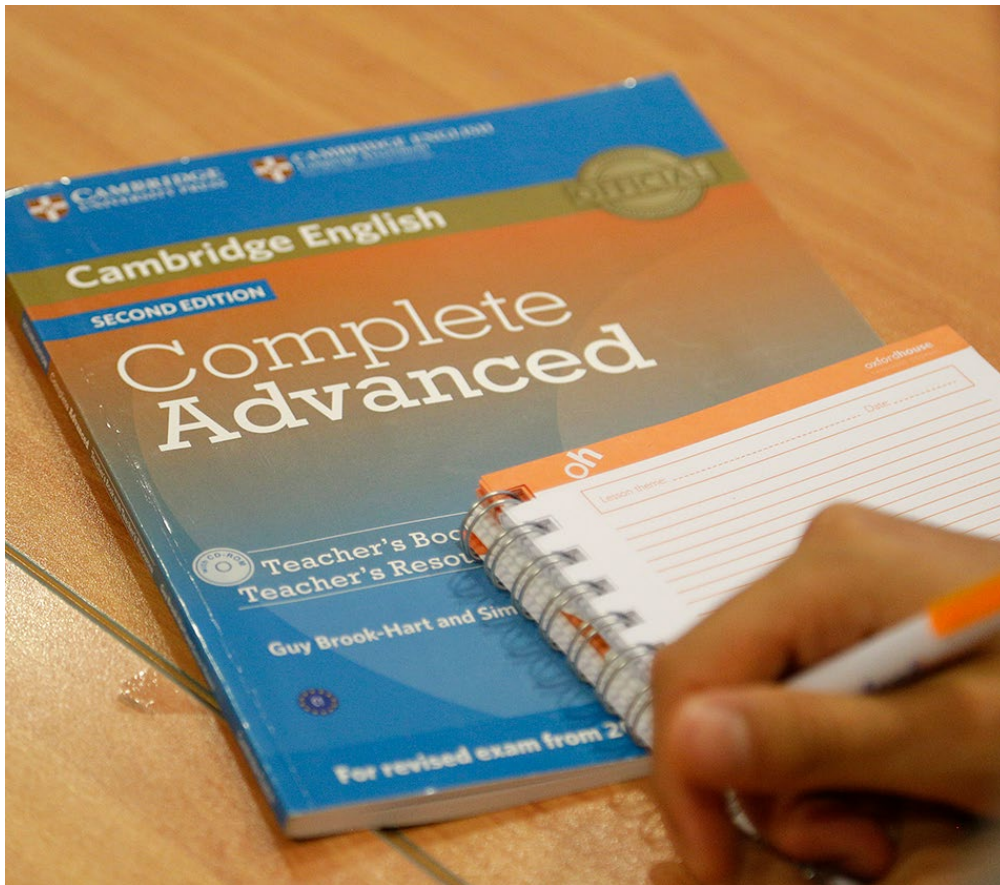


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Cambridge CELTA Course Description

Our **Cambridge accredited CELTA** course is for people who want an internationally-recognised qualification and an up-to-date and practical teacher training course. This includes:



Introduction course

Once enrolled in the course we will give you access to our course introduction task which is designed to raise your awareness of teaching methodology, grammar and phonology of English. The introduction course will take around 30 hours.

Teaching practice

The practical nature of the course is emphasized from the very beginning. You will be in small groups (3 or 4 trainees with one tutor) and you will begin teaching real adult students in the first week. After each class you teach, there will be a feedback session with your tutor and fellow trainees. For our trainees, this is usually the most fun part of the course!

Teaching Methodologies

You will learn a variety of teaching methodologies to use with your students during the course and after you graduate. We provide workshops, tutorials and video content as well as reading materials to help you understand and use these techniques.

Grammar and Language Awareness

We believe in learning through involvement and in your grammar and language awareness sessions you will mostly experience a workshop approach, where your tutor acts as a “facilitator/animater” rather than as a lecturer.



Observations of Experienced teachers

You will also observe some of our tutors so that you can see first-hand how experienced teachers plan and deliver classes, providing further insights into lesson planning, staging and management.

Class materials and technologies

All of our classrooms are equipped with modern technology and we encourage the use of Youtube, interactive online teaching platforms (kahoot, quizlet etc) and social media alongside the use of books and other more traditional activities. The school has a wide variety of resources available to you to use to help create engaging classes for your students.

One-to-one Lesson Preparation

One-to-one classes are in high demand and during the course you will complete a needs analysis and prepare a lesson for a single student.

Learn an Unknown Language

During the CELTA course, you will participate in a language lesson in a language you have no prior experience of, taught completely in the language itself without recourse to English. This helps you put yourself in the position of a low level learner of English and to experience communicative language teaching at first hand. Languages taught on past courses have included Greek, Hindi, Swedish, Welsh, Romanian and Japanese. These sessions are challenging but fun!

Frequently Asked Questions

It is normal to ask a lot of questions before investing time and money in professional development. Here we have answered the most common questions which we hope will clarify some things for you.

How much work does the course involve?

The course is extremely intensive. Expect to be at the school for at least 8 hours a day and to spend a couple more, on average, working at home or at the weekends. It is strongly advised that candidates have no other professional or personal commitments during the course as these could seriously compromise your result and enjoyment of the course.

Can you describe a typical day?

Typically, the morning or afternoons are devoted to learning about teaching – how to manage groups, how to analyse language for teaching purposes, different approaches to pronunciation and so on. The rest of the day is devoted to putting it all into practice. Trainees are divided into small groups (3 - 5 trainees) with one tutor who will provide feedback and support to the group when lesson planning, observing and providing feedback.

Who will I be teaching?

You will only teach adult students, most of which are from Spain. The students are fully aware that the lessons are taught by trainee teachers. Class sizes vary, with an average of 10-12 students. You will teach a minimum of two levels of students during the course. After teaching, there is group or individual feedback, the opportunity to comment on what has been successful or challenging and reflections on each class. As well as learning from the experience of teaching and watching peers, you will also observe live lessons taught by our tutors or other experienced teachers.

Who are the tutors?

Your Course Director is experienced and highly-qualified to train you and manage

the course and a team of tutors. Typically, there will be 3-5 additional tutors who are specialists in their field and ready to support you every step of the way. They will be responsible for leading input sessions, helping you plan lessons, observing you and supporting you through teaching practice. They combine professional expertise with a positive approach and enthusiasm, which are key qualities in helping our trainees to succeed.





What materials will I use in class?

Our trainers endeavour to create a real-life teaching situation by having trainees work with contemporary published materials alongside other materials and platforms such as Youtube videos, interactive online teaching platforms (kahoot, quizlet etc), social media, photographs, games, and other activities.

Who else will be on my course?

Although most course participants are native speakers of English (usually from the U.S, Canada, Australia and the UK), around 25% of

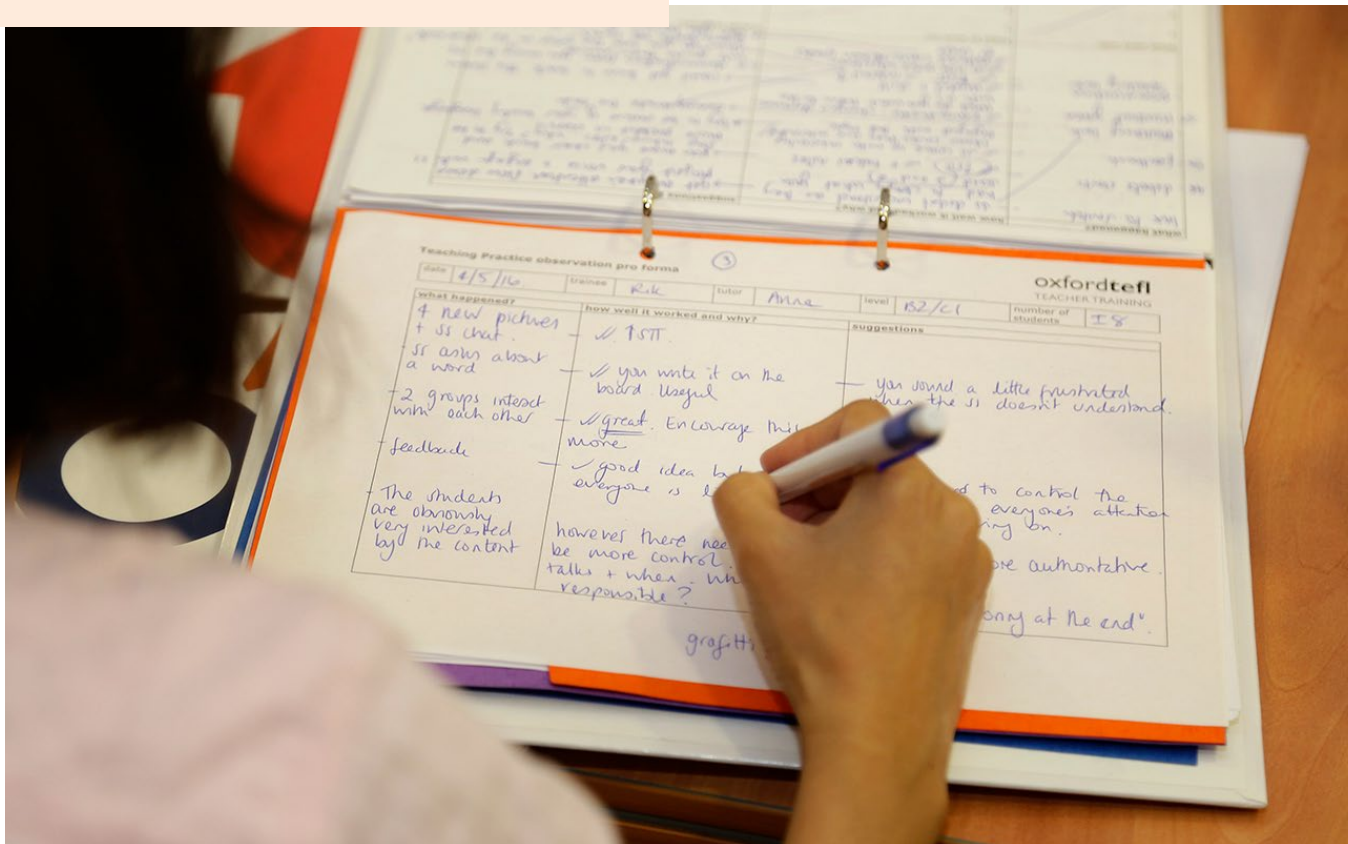
our trainees are using English as a second language. A typical course will have around 40% of people in their early twenties, 30% in their thirties and 30% who are over the age of forty. We regularly receive trainees in their fifties and even sixties! Most trainees have come especially to do the course in their chosen location, while a few are already based there. In addition, although the Cambridge CELTA is an initial training course, i.e. for those who have no previous experience of teaching English, there may be trainees on the course who have taught English before and who wish to gain an ELT qualification.

Example Timetable

*Here is a typical full-time CELTA course timetable (there may be some variation from month to month).
The course runs from Monday to Friday over four weeks.*

10.00 – 11.30	Teaching practice: teach real students in our centre
11.30 – 12.30	Feedback and reflections on teaching practice
12.30 - 13.15	Lunch Break: Relax in the garden or have a coffee!
13.15 – 14.15	Input session 1
14.15 - 15.15	Input session 2
15.15 – 15.30	Break
15.30 - 16.30	Lesson plan support in preparation for lesson the next day





Example Input Sessions:

In a typical day, you could learn about some of the following topics during your input sessions:

- Teaching Listening
- Assignment Guidance
- Creating your own Materials
- Phonology
- Teaching Using Video
- Grammar
- Teaching Speaking
- Job Slot: Finding a job in ELT
- Error Analysis
- Error Correction
- Student needs analysis
- Individual Counselling Tutorials
- Teaching Young Learners
- Teaching Business English
- Teaching online/ blended learning

Assessments

You will be assessed throughout the course and there is no final examination. The two types of assessment are:

Teaching practice: You will teach for a total of 6 hours, working with adult classes at a minimum of two levels of ability. Assessment is based on your overall performance.

Written assignments: You will complete four written assignments (each 750 - 1,000 words). These focus on:

- analysing and responding to adult learner needs
- analysing language for teaching purposes
- teaching language skills
- reflecting on classroom teaching.

“

...one of the
most worthwhile
experiences in my
life.”

**Jennifer Cleffman,
Canada**

“

...top tier program
which stands above
the rest.”

**Kevin McGillick,
USA**

“

Great course, great
tutors and a fantastic
experience.”

**George Brock,
UK**





Entry Requirements

It is not necessary to have a degree, to be a native speaker of English, to be able to speak a foreign language, or to have any previous teaching experience. To be considered for this course, you will need to:

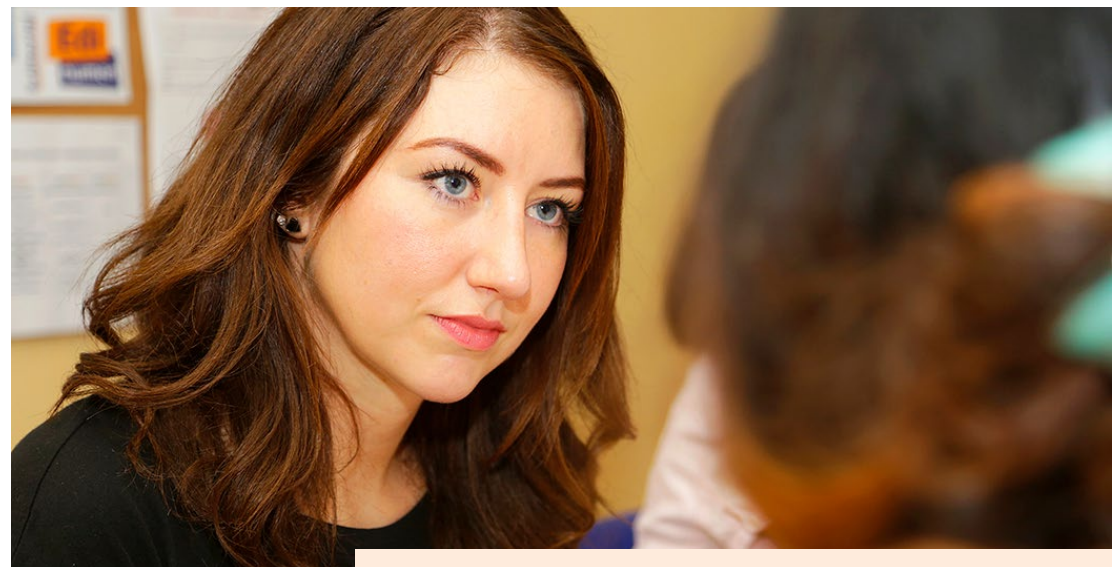
- Be at least 18 years old
- Be motivated to teach
- Demonstrate your ability to cope with the academic demands of the course eg. a university degree (in progress or finished) or work experience.
- Have at least a C1 level of English (advanced). Your level of English will be measured via the interview process and a short written task.
- Have good enough health to deal with the demands of an intensive course of training, travel and working abroad.

Optional Workshops

Many of our trainees choose to develop their skills and enhance their employability by taking a short, specialised one day workshop after the CELTA course.

Business English and Young Learners are two massive sectors in English Language Teaching worldwide. They can require different approaches and skills to teaching “General English”. The aim of these courses is to give you an introduction to teaching Business English and Young Learners and show you some great techniques and practical activities you can take straight into the classroom. Many of our trainees enhance their teaching and further improve their job prospects by doing a one-day workshop immediately after their CELTA course.

Workshops (4 hours): €50 for one or €95 for both.





Spanish classes

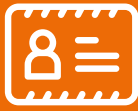
One of the best ways to help you settle into a city is to learn the language. We offer a variety of **Spanish courses** to suit your timetable, needs and budget. These classes are practical, enjoyable and taught by experienced Spanish teachers in our language centre (the same building as your teacher training course). Courses start from just a little over €4 per hour!

Careers Service

We can help you secure the best possible job

On average, our graduates find work within 21 days. This can vary depending on the time of year, the country you choose to work in and the individual. Tim, our careers advisor in Barcelona, is committed to providing our graduates with the **best support** possible when looking for a job. We work with you before, during and after the course to help you secure that first great job, as well as providing lifetime TEFL careers support. We've helped graduates find work all over the world and our graduates are in demand due to the quality of the course and training provided. We want you not only to find a job, but the best possible job you can in the location you choose.

Here's what we can do to help:



Help you get visas and work permits if you need them.

As an EU citizen, you will not require a visa or work permit to work in EU countries (Spain /Czech Republic / UK etc., where our courses take place). If you are a non-EU citizen and want to work in these locations, we will offer you support and advice about the process required to become legal.



Help you to write your TEFL CV/Resume.

You can even send it to us before you start your course to get a head start. Don't worry if you've never taught before – we'll show you how to make your past experience relevant to your job search.



Prepare you for interviews.

During the course, you will have a dedicated session to prepare you for interviews. You will discuss various questions you will likely be asked and go over the interview "dos and don'ts", what to take with you and what to ask potential employers.



Send out your CV.

We have a database of hundreds of schools and employers with who we are in touch with regularly. We will send your CV to them and share our list of contacts with you.



Put you in contact with our graduates working around the world for advice and support.

With over three thousand graduates (and counting), that's quite a lot of jobs, experiences, classrooms, visa applications, culture shock and weird food! We will be happy to put you in touch with graduates who have first-hand experience in the locations you are looking at.



Help you prepare for demo lessons.

Many employers ask you to prepare a demo lesson as part of the application process. We are there to support you by helping you plan your lesson and materials.



Provide careers input sessions

We provide two input sessions during your CELTA course specifically for finding work in Spain or elsewhere, including:

- What to bring to a TEFL interview
- How to tell a good teaching job apart from a bad one
- How to answer common TEFL interview questions
- A mock interview
- Guidance regarding how they can continue developing as teachers after the CELTA course



Help you find private students.

We'll give you tips on how to find students for individual or group classes, as well as advice on how to manage them. There are a lot of websites and other platforms where you can place an advert so you can teach private classes. Networking with former Oxford TEFL graduates is also a good source of private classes.



Keep you informed about TEFL job vacancies.

New job offers from around the world are regularly posted on our **Oxford TEFL Jobs Facebook page**. During the course we'll also let you know whenever there are job openings locally.



Write references for you.

We are happy to act as referees for you directly after the course, during your first job search or at any point down the line in your career.



Provide you with a recognised TEFL qualification.

A CELTA certificate from Oxford TEFL will ensure that you get the maximum interest and respect from employers around the world.

“

Before even having finished my course, I was being interviewed by different schools.”

Laura Trainor,
Canada

“

I have already had two interviews as a result of my CV being sent to a large number of schools.”

Michael Harper,
UK

Visa Service

We provide a comprehensive visa service for all nationalities

Our visa service in Barcelona is different from a lot of other course providers. We actually provide assistance from within the school, we don't outsource to another company. This means that our visa support officer, Tim, can work with our non-EU trainees before, during and after the course to make sure that they get a fast and reliable service, while also keeping costs as low as possible. Tim is available to help deal with any issues or answer any questions and is able to provide the same excellent service that he received from Corinne, our previous Visa Support Officer.

Originally from the U.S, Tim has been through the whole visa process himself so he has first-hand knowledge of every element of visa applications any problems which may occur. We have an almost 100% success rate in obtaining visas for those from countries such as the U.S, Canada, Australia and New Zealand! In addition to this, he is also the careers advisor in Barcelona so he can help our trainees with any visa and work related issues, which are quite often connected.

Do I need a visa?

Unless you have an EU Passport, you'll only be allowed to stay in the Schengen Zone on a tourist visa for 90 days. The Schengen Zone includes Spain and most other EU countries. If you plan to stay longer, you need to apply for a different visa.

Can I travel in Europe before or after my student visa?

You may be allowed to travel before your course starts if you ask the consulate at the time of your visa application, but this can usually only be for a few days. However, once your student visa expires it will automatically switch to a 90-day tourist visa to allow you to travel around the Schengen zone.





What are the most viable options?

You have two options:

- Short-term student visa (4 to 6 months)
- Long-term student visa (minimum 7 months)

With the long-term student visa, you are eligible to legally work for up to 20 hours per week, which is more or less full time teaching. If you decide you would like a student visa, the Developing Teacher course with Spanish meets the requirements to do this:

Developing Teacher course with Spanish

This course is for those who would like to fine tune their skills as a language trainer and also learn Spanish along the way. It is aimed at TEFL teachers with an initial qualification (such as the CELTA) and 0-3 years experience. This course meets the requirements in order to apply for a short or long term student visa (for non-EUs) and is suitable for all levels of Spanish from A1 (beginner) up to B2 (upper intermediate).

Each month will consist of the following:

40 hours of Spanish class at Oxford House.

Monday to Thursday 11.30 to 13.30 and Friday 10.00-12.00. You will join a class suitable for your level, from A1 to C1 (subject to availability).

20 hours lesson planning.

From Monday to Friday 13.30 to 14.30. An opportunity for you to get support with planning your lessons, if you are teaching or to discuss the Spanish lessons you have been attending.

4 hours group workshop.

1 hour per week on Friday 12.00 – 13.00. You will join other course participants and a tutor for a workshop to focus on different aspects of learning and teaching. You will receive support with the monthly assignment and plan for the month ahead.

6 hours observation of experienced teachers.

- 1.5 hours per week arranged at a time to fit in with your timetable.
- In each Friday workshop, the tutor will help you to set up an observation of an experienced teacher for the following week. You can choose which teacher you observe based on your availability and the type of class you want to observe (general English, exam preparation, adults, teens, young learners, business)
- You can choose an observation task to complete while you watch the class, which you'll then submit to your tutor in the following Friday workshop.

10 hours independent work on your monthly assignment.

You will reflect on your experience as a learner in Spanish classes, complete observation tasks, do background reading and complete your written monthly assignment.

Total: 80 hours per month (20 hours per week)

Course fee: €300 per month

How can Oxford TEFL Barcelona help me?

We provide a comprehensive Spanish visa support service for an affordable one off fee which includes:

- Step-by-step guidance to apply for and renew a visa
- Priority mailing of all documents required at no additional cost (usually 30-50€)
- Fast replies and unlimited support through email or Skype/phone chats
- Support filling in all forms for the different processes required
- Putting you in touch with previous graduates that have completed these processes
- Recommendations of health insurance for U.S applicants

Once in Spain:

- Assistance obtaining the Empadronamiento (officially registering your address) as well as applying for the NIE card (foreigner's ID number) and social security number.
- Translation support and phone calls in Spanish.
- Liaising with potential TEFL employers to help them sponsor your work authorization.

Visa service fee: €100

“

You have no idea how much
you have helped, thank
you!”

**Juliet Mabutwe,
Zambia**

“

It was a relief to be able to
speak to the visa support
officer whenever I had a
doubt.”

**Taylor Grabowski,
USA**

“

...I'm from Middle East so
it isn't easy to obtain a visa
but Oxford TEFL helped me
obtain mine.”

**Amir Honarmand,
Iran**



Accommodation Service

We provide comfortable, low-cost and conveniently-located accommodation

We offer three options for accommodation in Barcelona which are comfortable, low-cost and close to the school:

Option 1: Find your own accommodation via our accommodation group which is

only for trusted hosts and trainees. This is a free service (fees for accommodation vary).

Option 2: Our accommodation officer, Taylor, will match you to an Oxford TEFL host which meets your specific needs and preferences. (€485 for one month).

Option 3: (1 month + stays only): Oxford TEFL collaborates with **spotahome.com** which helps students find longer-term housing. In this case, you will be able to officially register your address in Barcelona (fees for accommodation vary and there is a 10% discount on agency fees for our trainees).

Who will I stay with?

You can stay in a room in a shared flat. Your host (or hosts) will be English teachers, local Spanish people or foreigners who have a spare room to rent. You may have the chance to either practise your Spanish or get first-hand advice on English teaching!

Where is the accommodation?

Some of our accommodation is within walking distance of the school and for some you will need to get a metro or bus. Transport is cheap and efficient in Barcelona and your maximum journey time will be about 30 minutes. Barcelona has a modern, efficient underground system, which allows you easy access to Barcelona's most famous areas. The bus network runs from 5am to 11pm and also offers a lower frequency night service. The school and most of our apartments are situated in the central district of Barcelona, near the key Gaudí Art Nouveau buildings and the city's best shopping, bars and restaurants.

How much will it cost (option 1)?

The prices for each flat are at the top of the descriptions of each album. Prices are per night/ month to allow flexibility, and a single/double room will usually cost €12 – €20 a night, so staying from the Sunday before the course starts until the Saturday after a standard 4-week course finishes would cost around €350 – €450. You pay this directly to your host on arrival. Prices include rent, bills, but not food or use of the telephone.

How much will it cost (option 2)?

The accommodation service fees for option 2 are €485. This includes us matching you to a host, communication with your host before and (if necessary) during your stay, your rent for the first month, bills, but not food or use of the telephone.

What is the accommodation like?

We can guarantee that you will be provided with an adequate room with bedding, a desk and a quiet place to work and study with wifi connection. You will have access to the kitchen and cooking facilities, and will be expected to cook and tidy up for yourself.



“

The apartment looks out onto a very family-friendly little square and supermarkets, restaurants and bars are just a step away...the metro is just a minute from the front door.”

Simon Ashmore,
USA

All our registered hosts fulfil the following requirements:

1. Be within a maximum of 30 minutes commuting time to our centre from door to door (walking, metro, bus).
2. Have a heater in the room (or central heating available) during winter months.
3. Have a fan in the room (or AC available) during summer months.
4. No charging of deposits (unless agreed by the trainee).
5. Provide clean bedding and at least one towel.
6. Have a desk and chair in the room. If not, then a quiet study area provided with desk/chair.
7. Have drawers/wardrobe in the room.
8. Have WiFi.
9. Be welcoming (give info of surroundings and how to commute to the school, help adjust to living in BCN).
10. Allow the student to access/use all spaces of the flat freely (other than bedrooms).
11. Be a maximum of 4 people living in the flat (with the trainee included).



How much does it cost to live in Barcelona?

Living in Barcelona is relatively low-cost. We have compiled a list of likely costs for one month in Barcelona to help you get an idea of budget and plan for your stay more effectively.

	One-month budget:		
	Low-cost	Average	High-cost
Accommodation*	€300 – €400	€400 – €550	€550 +
Food and drink**	€200 – €250	€250 – €400	€400 +
Leisure***	€100 – €150	€150 – €300	€300 +
Transport****	€0	€40	€40 +
Celta Course	€1500	€1500	€1500
Total**	€2100 – €2300	€2340 – €2790	€2790 +

* Prices can vary depending on neighbourhood, number of people living in the apartment and facilities. We offer all our trainees an accommodation service for €485 in a shared apartment including rent, bills and assistance.

**Depends greatly on your diet and which shops you buy food and drinks.

***If you like to party, Barcelona is one of the best cities to be! If not, the mountains and beach and many free events will keep you busy.

****Barcelona is easy to walk or cycle around and is fairly flat. If you prefer public transport, the fee is €1 per journey. Taxis are not expensive but costs can add up if you use them regularly or late at night!

How to enrol

Cambridge CELTA course fee: €1500 (€1450 if enrolling with a friend)

If you would like to become a qualified TEFL teacher and study with us, **apply today**.

Step 1: Complete our online CELTA application form on our website.

Step 2: We will get in touch within one working day to arrange an online/ face to face interview.

Step 3: If accepted, you will receive a full place offer and information via email about how to secure your place on the course. You can do this by paying either the deposit or the full fees.

Your certificate

On successful completion of your course, you will receive the official Cambridge CELTA certificate.

We hope you have found this information pack useful. Feel free to contact us at

✉ tesol@oxfordtefl.com
☎ or call 0034 93 174 0062

to find out more or to sign up to a course.

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